

Document No. **209**  
Re: ☐ Change in Class. ☐  
☐ Re: ☐  
Class. Control No.: ☐  
Date: **29 NOV 1978** ☐

JUN 21 1952

MEMORANDUM FOR: Personnel Director

Chief, Administrative Staff (Special)

SUBJECT : Granting of Allowances to Employees

1. The Director's memorandum dated 1 December 1950, (ER 1-3908), and paragraphs ☐ of the Confidential Funds Regulations authorize the granting of allowances to employees and delegate authority for this purpose to the Personnel Director, the Chiefs of the Personnel Divisions, and the Special Contracting Officer. In granting such allowances, authorized Personnel officials and the Special Contracting Officer should state the specific justification or reason therefor; i.e., separation allowance granted for dependant wife, or other specified relatives. The Finance Division will then verify that such allowances are payable under the regulations.

2. An exception to this rule will be the granting of allowances by the Special Contracting Officer under authority cited above which authorizes, for security reasons, the waiver of standardized Government regulations and procedures.

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*W. R. REID WOLF*  
Deputy Director  
(Administration)

Comptroller's Office

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